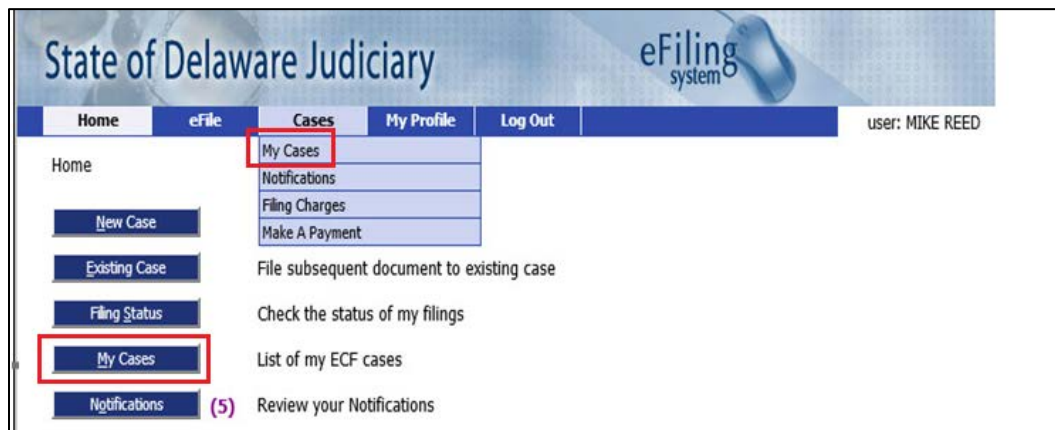


## Module 17 – My Cases –View Docket and/or Documents

If you wish to see the docket or case history of a case or view the documents on the case, select the 'My Cases' button from the Home page or hover your mouse over the 'Cases' tab and select 'My Cases' from the Cases drop down.



This will bring you to the 'My Cases' Screen. Whenever you begin a new case using e-Flex, or file a subsequent action to an existing case using e-Flex, that case is automatically added to your 'My Cases' list and it is also added to the 'Existing Cases' list - the two lists automatically stay coordinated. Once on this list, the case will remain there until you delete it (which will also delete it from the 'Existing Case' screen).

There are a couple of ways to see information about the case. One is to find the case you would like to look at and click on the blue 'Case Number' link.



## Module 17 – My Cases –View Docket and/or Documents

This will bring you to the 'Case Summary' Screen. The header area at the top will display the Case Number and other general information about the case. To see the Full Case Caption, click on the '+' sign next to 'Show/Hide Full Case Caption'. To see the participants (also called parties) on the case, click on the '+' sign next to 'Show/Hide Participants'.

You will also see the history of the case including any documents. Each entry represents a filing, or some event that has occurred on the case. If the e-Flex account you are signed in as is a party on the case, you will see blue links for each document. You can click on the link to open and view the document. **NOTE: If you are not a party on the case, you will not be able to read the documents.**

**State of Delaware Judiciary** eFiling system

**Case Summary for Case: JP17-17-000081**  
CAPITAL CREDIT SERVICES INC VS NANCY THOMPSON ETAL

<b>Case Number</b>	JP17-17-000081	<b>Court</b>	JUSTICE OF THE PEACE COURT
<b>Case Type</b>	JP DEBT ACTION	<b>Location</b>	JP COURT 17 - GEORGETOWN
<b>Opened</b>	04-13-2017	<b>Judge</b>	
<b>Status</b>	ACTIVE	<b>Jury Status</b>	Non Jury

☐ Show/Hide Full Case Caption  
☐ Show/Hide Participants

File Date	Case History
05-24-2017 Plaintiff	ALIAS DEBT Filed by or in behalf of: MIKE REED <a href="#">ALIAS DEBT</a>
04-13-2017 Plaintiff	DEBT Filed by or in behalf of: MIKE REED
04-13-2017 Plaintiff	CLAIM AMOUNT \$1000 TO \$5000 Filed by or in behalf of: MIKE REED <a href="#">CLAIM AMOUNT \$1000 TO \$5000 FORM 1</a> - MISCELLANEOUS - MISCELLANEOUS

## Module 17 – My Cases –View Docket and/or Documents

A second option to view case information is to click on the “+” sign next to a case’s title. This will open a list of documents associated with this case. You can click on the link to view the document.

State of Delaware Judiciary eFiling system

Home eFile Cases My Profile Log Out user: MIKE REED

Home ⇒ My Cases

My Cases

Number of cases displayed per page: 10

Case Number Participant's Last Name

History Service List

Ex: JP17-07-00001 ☒ Show Active ☐ Show Inactive ☐ Show Both Delete

Case Title	Case Number	Case Type	Judge	Service List	Inactive	
⊕ ATLANTIC REALTY MGT VS CRYSTAL CLUKEY ET AL	JP19-08-001975	JP LANDLORD TENANT	JOHN C MARTIN	Service List	<input type="checkbox"/>	<input type="checkbox"/>
⊖ ATLANTIC REALTY MANAGEMENT VS LEVI MORTON ET AL	JP17-18-000089	JP LANDLORD TENANT		Service List	<input type="checkbox"/>	<input type="checkbox"/>

2018-07-19 10:30:51 AM LANDLORD TENANT

- ATTACHMENT CONFIRMATION
- ATTACHMENT 5 DAY LETTER
- ATTACHMENT FORM 50

## Module 17 – My Cases –View Docket and/or Documents

### FINDING A CASE NOT ON YOUR LIST

If you want to view a case but don't see it on your My Cases list, you can retrieve it from the database. You may retrieve any JP civil case even if you have not filed on that case. To do this first type in the Case Number. Remember the dashes in the number are required. You must also enter the last name of one of the Party's. It must be a person's last name not a company name. If a party is a company, enter the last name of the attorney or agent for that company.

Click the 'History' button to retrieve the case information.

**My Cases** Number of cases displayed per page: 10 ▼

Case Number	Participant's Last Name		History	Service List
JP9-09-000008	swan	X	History	Service List

Ex: JP17-07-00001 ☒ Show Active ☐ Show Inactive ☐ Show Both Delete

Case Title	▼ Case Number	Case Type	Judge	Service List	Inactive	
ATLANTIC REALTY MGT VS CRYSTAL CLUKEY ET AL	JP19-08-001975	JP LANDLORD TENANT	JOHN C MARTIN	Service List	<input type="checkbox"/>	<input type="checkbox"/>

### ORGANIZING YOUR LIST

You can organize your list of cases by putting them in an "Active" list, or an "Inactive" list. Inactivating a case **does not** affect its status within the Court.

To move a case to "Inactive" click on the box in the 'Inactive' column.

Click the 'Show Inactive' radio button to see the list of inactive cases. Click 'Show Active' to return to the list of active cases.

To delete a case, click on the box in the 'Delete' column.

**My Cases** Number of cases displayed per page: 10 ▼

Case Number	Participant's Last Name		History	Service List
			History	Service List

Ex: JP17-07-00001 ☒ Show Active ☐ Show Inactive ☐ Show Both Delete

Case Title	▼ Case Number	Case Type	Judge	Service List	Inactive	
ATLANTIC REALTY MANAGEMENT INC VS JOHN ADAMS ET AL	JP17-18-000088	JP LANDLORD TENANT		Service List	<input type="checkbox"/>	<input type="checkbox"/>